


## How to Add an Image to Your NWACC Email Signature

- The #NWACCStrong email signature image is attached to the PR email or can be found on the NWACC website – [www.nwacc.edu/coronavirus](http://www.nwacc.edu/coronavirus) (just right click on the image and save to your desktop).


### STEPS:

- Save the #NWACCStrong email signature image to your desktop.
  - In Outlook
    - Select File>Options>Mail (on left hand side)>Signatures
    - In the Signature box at the bottom, select the spot where you want the image to reside
    - On the far right-hand side of the toolbar above the signature box, select the second icon
- from the right 
- Navigate to the desired image and select.
  - Select OK
  - Select OK


## How to Add an Image to Your Teams Background

- The #NWACCStrong Teams Background image is attached to the PR email or can be found on the NWACC website - [www.nwacc.edu/coronavirus](http://www.nwacc.edu/coronavirus) (just right click on the image and save to your desktop).

### DESKTOP:

- Save the #NWACCStrong Teams Background image to your desktop.
- While setting up your video and audio before you start a Teams meeting, select **Background filters** . It's just below the video image.
- Your background options will display on the right.
- Select **Add new** and then select the Teams #NWACCStrong image to upload from your computer.
- Your new background will persist in all your meetings and calls until you change it again.

### MOBILE:

- Save the #NWACCStrong Teams image to your mobile device.
- While setting up your video and audio before you start a Teams meeting, select **Background filters**  near the top of the screen.
- Your background options appear below your image.
- Select the plus sign and then select the Teams #NWACCStrong image to upload from your device.
- Select **Done**.
- Your new background will persist in all your meetings and calls until you change it again.